



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-13-31

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION Language Instructor

OPENING DATE Sunday: August 18, 2013

CLOSING DATE Sunday: September 01, 2013

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY FSN-07 14,926.7/USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Language Instructor at the Human Resources Office (HRO).

BASIC FUNCTION OF POSITION

This position is the Arabic language instructor for the U.S. Embassy. Position is responsible for scheduling and conducting language classes for Embassy employees and family members, and must exercise significant discretion and independence in running the day to day activities of the post language program.

QUALIFICATIONS (REQUIRED)

Applicants must meet ALL of the following criteria to be considered for employment

1. Education:

A College Degree in Education.

2. Work Experience:

3 years experience as a language teacher. . A certificate in teaching Arabic to foreigners is also required.

3. Language Proficiency (Applicants Will be tested as applicable):

English: Level IV (Fluent)

Arabic: Level IV (Fluent)

4. Skills and Abilities:

- Must have a detailed knowledge of local Sudanese dialect,
- Provide country-specific teaching to students

- Motivate and to assist them in developing their language ability rapidly.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:00 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRAApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.